

# Total Workforce Management Services (TWMS) Quick User Guide

*Mustering & IATP  
Management*



# Daily Mustering - Self-Service

TWMS allows each person to self-muster on a daily basis through the Self-Service Module. If that's not possible then that person's Muster Coordinator will be able to muster for them. The purpose of mustering is to identify the physical location of the workforce for any given day in the event of a man-made or natural disaster. After the Command, Base, or BSO's established time has passed for mustering all personnel, the Muster Certifier for each UIC will certify the muster. Refer to your local policy for mustering.

To self-muster for today:

1. Access your Self-Service record.

For more information see the "Self-Service" Quick User Guide.

2. Click the **Daily Muster** button on the Navigation Menu.

EMPLOYEE INFORMATION		OFFICIAL RECORD CODES		SIGNATURE		IC/ORG		EMPLOYEE TYPE	
WOLFE, EDGAR SR		DEMO1 / NO2		DEMO1 / Ng				CIVILIAN-APP	

TITLE		PAY PLAN / SCHED		SERIES		GRADE / BAND		TARGET	
MANAGEMENT (MAN) ST		GS		10				10	

GENERAL INFORMATION			
EMPLOYEE STATUS:	Active - On Board		
WORK SCHEDULE:	Full Time		
TELEWORKER:	No		
WORK SHIFT:	[Dropdown]		
APPOINTMENT TYPE:	Competitive - Career-Conditional		
PAYROLL ORG CODE:	714		
VETERANS PREF:	None		
VETERAN STATUS:	Not A Veteran		
SPECIAL PROGRAM ID:	Not Applicable		
WEEKLY HOURS:	40		
TELEWORK SHIFT:			
WORK SHIFT TYPE:	[Dropdown]		
TENURE GROUP:	2 - Conditional		
PAY RATE DETERMINANT:	(0) Regular Rate		
VETERANS PREF RIF:	None		
ANNUITANT STATUS:	Not Applicable		
TRAINING PROGRAM ID:	Not Applicable		

IMMEDIATE SUPERVISOR							
NAME:	WOLFE, MICHAEL C [Select] [Clear]		ORG CODE:	N62	WORK PHONE:	DSN 735-9455 or (619	

WORK LOCATION							
BASE LOCATION:	New Orleans, LA, United States [Select]						
BUILDING:	791	FLOOR NUMBER:	[Dropdown]	ROOM NUMBER:		CUBICLE / SPACE:	

IMPORTANT DATES					
SCD LEAVE:	9/12/1997	SCD CIV:	9/12/1997	SCD RIF:	9/12/1997
DATE LAST PROMOTED:	12/14/2003	LAST EQUIVALENT DATE (LEQ):	12/14/2003	DATE WGI DUE:	6/12/2005
DATE EOD NAVY / USMC:	7/6/1998	DATE EOD CURRENT COMMAND:		DATE START PRESENT POSITION:	10/3/2004
DATE PROB / TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007	DATE SUPV / MGR PROBATION EXPIRES:	N/A
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A	DATE CAREER PROMOTION DUE:	N/A
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:			

[Update] [Reset]

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Daily Mustering - Self-Service

3. If your muster status is other than on-board for today click the drop down arrow and choose another muster status. The other statuses are listed below.

Alternate Work Site  
On-Board  
On-Board Leaving Early  
TAD/TDY  
Teleworking  
Training/Conference

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS	0343	10	10

** TODAY'S MUSTER **	
CURRENT EMPLOYEE TWMS STATUS:	Active - On Board

By clicking the SUBMIT MUSTER button below, I certify that I have reported for duty at my official authorized duty station today.

If your status is other than On-Board at your official duty site, please select an alternate muster status from the choices in the drop down below.

MUSTER STATUS: On-Board 

SUBMIT TODAY'S MUSTER

4. Click the **Submit Today's Muster** button.

To enter a future muster select the 'Muster Status' from the dropdown list below and then click the 'Add a Future Muster Occurrence' button. TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any future muster occurrence by clicking on the modify or delete link located next to the muster occurrence you wish to take action on.

** FUTURE MUSTERS - PENDING and 30 DAY HISTORY **				
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS	ACTIONS
No future muster occurrences found on file.				
FUTURE MUSTER STATUS:*		<div></div>		
Add A Future Muster Occurrence				

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Daily Mustering - Self-Service

5. Your information has been submitted to your Muster Coordinator and you have now mustered for the day.

*Note: After mustering you also have the ability to re-submit your muster if you change work locations or leave due to illness, etc. Follow your local policy for re-submitting your muster.*

6. After choosing a new Muster Status, click the **Re-Submit Today's Muster** button to change your muster status for the day.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS	0343	10	10

**\*\* EMPLOYEE DAILY MUSTER UPDATED \*\***

Your muster for **12/6/2010 2:02:00 PM** has been received and recorded as: **On Station and Ready for normal duties** . Thank you.

If you need to change your status, please do so using the choices in the drop down below.

If your status is other than On-Board at your official duty site, please select an alternate muster status from the choices in the drop down below.

**Re-Submit Today's Muster**

To enter a future muster click on the Add button below, TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any future muster occurrence by clicking on the modify or delete link located next to the muster occurrence you wish to take action on.

**\*\* FUTURE MUSTERS - PENDING and 30 DAY HISTORY \*\***

BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS	ACTIONS
No future muster occurrences found on file.				

FUTURE MUSTER STATUS:\*

**Add A Future Muster Occurrence**

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Future Mustering - Self-Service

To self-muster a future occurrence:

1. Select a future muster status from the dropdown arrow. The status "Alternate Work Location" will be selected here.

*Note: The following four future mustering statuses may require the completion of an Individual Anti-Terrorism Plan (IATP) form:*

- \*Emergency Leave
- \*Leave
- \*TAD/TDY
- \*Training/Conference

*Contact your local TWMS administrator if an IATP is required.*

2. Click the **Add A Future Muster Occurrence** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS	0343	10	10

**\*\* TODAY'S MUSTER \*\***

CURRENT EMPLOYEE TWMS STATUS: Active - On Board

By clicking the SUBMIT MUSTER button below, I certify that I have reported for duty at my official authorized duty station today.

If your status is other than On-Board at your official duty site, please select an alternate muster status from the choices in the drop down below.

MUSTER STATUS: On-Board

SUBMIT TODAY'S MUSTER

To enter a future muster self-muster status, select a status from the dropdown list below and then click the 'Add a Future Muster Occurrence' button. TWMS will automatically muster you out of office muster options are available. You may modify or delete an occurrence by clicking on the modify or delete link located next to the muster occurrence.

**\*\* FUTURE MUSTER \*\***

BEGINNING DATE	MUSTER STATUS	MUSTER COMMENTS	ACTIONS
No future muster occurrences found on f			

FUTURE MUSTER STATUS: \*

Add A Future Muster Occurrence

Alternate Work Location

Arriving Late

Emergency Leave

Jury Duty

Leave

Liberty/Off-Duty/RDO /AWS

On Deployment/IA

On-Board - Leaving Early

SIQ (Military Only)

TAD/TDY

Teleworking

Training/Conference

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Future Mastering - Self-Service

3. Enter the beginning date and ending date. Use the calendar button as needed.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS	0343	10	10

4. Click the **Select an Alternate Work Location** button to show where you will be during this leave. This button will only appear for this muster status.

**ADD/UPDATE FUTURE MUSTER OCCURRENCE**

<b>BEGINNING DATE:*</b>	12/13/2010	
<b>ENDING DATE:*</b>	12/15/2010	
<b>ALTERNATE WORK LOCATION:*</b>	Select an Alternate Work Location	
<b>COMMENTS:</b>		

Fields marked with a red asterisk are mandatory

[Back](#) [Save Future Muster](#)

5. In the new window that appears you can either choose from a previously entered Alternate Work Location or create a new one.

**Existing Alternate Work Locations for EDGAR CAYCE**

\*\*\*\*\*Select an Alternate Work Location\*\*\*\*\*

\*\*\*\*\*Select an Alternate Work Location\*\*\*\*\*

DOWNTOWN BUILDING 1, 4TH FLOOR  
BUILDING 750

Please enter the specific location (physical address or Base/Building) of your alternate work location and then click "Create New Location".  
After creating the new location, it will be available to choose from the "Existing Alternate Work Locations" portion of the form shown above.

BUILDING 1482 [Create New Location](#) [Edit Work Locations](#)

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

- 6a. Click the dropdown arrow to choose from a location previously created.

# Future Mustering - Self-Service

*Note: The location you chose will now appear in the comments field.*

7. Click the **Save Future Muster** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS	0343	10	10

ADD/UPDATE FUTURE MUSTER OCCURRENCE	
BEGINNING DATE:*	12/13/2010
ENDING DATE:	12/15/2010
ALTERNATE WORK LOCATION:*	Select an Alternate Work Location
COMMENTS:	DOWNTOWN BUILDING 1, 4TH FLOOR
Fields marked with a red asterisk are mandatory	

Back Save Future Muster

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

*Note: The chosen muster status between the beginning and ending date will automatically be selected for each day and viewed by your Muster Coordinator. You will not need to muster again until after the ending date.*

# Future Mustering - Self-Service

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE		
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF		
TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET	
MANAGEMENT ANALYST	GS	0343	10	10	

**\*\* EMPLOYEE DAILY MUSTER UPDATED \*\***

Your muster for **12/6/2010 2:02:00 PM** has been received and recorded as: **On Station and Ready for normal duties** . Thank you.

If you need to change your status, please do so using the choices in the drop down below.

If your status is other than On-Board at your official duty site, please select an alternate muster status from the choices in the drop down below.

Re-Submit Today's Muster

8. Your future muster now appears.

To enter a future muster click on the Add button below, TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any future muster occurrence by clicking on the modify or delete link located next to the muster occurrence you wish to take action on.

9. If you need to modify or delete this future muster you can do so by clicking the appropriate link.

** FUTURE MUSTERS - PENDING and 30 DAY HISTORY **				
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS	ACTIONS
12/13/2010	12/15/2010	Alternate Work Location	DOWNTOWN BUILDING 1, 4TH FLOOR	Modify Delete
FUTURE MUSTER STATUS:*		<div></div>		
Add A Future Muster Occurrence				

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*



# Mustering Others - Daily

The role of the Muster Coordinator is to muster those who cannot self-muster for that day. You must have the Muster Coordinator access level or the appropriate permissions to be able to muster other people. Access for mustering is granted to the Muster Coordinator based upon assigned organization codes.

To muster others for today\*:

1. Click the **Muster Employees** button on the Actions Menu.



*\*You must have the appropriate access level or permissions to muster other employees.*

# Mustering Others - Daily

The Employee Mustering form now appears. Here you can muster others for the current day or muster them in the future. In either case you will be able to muster personnel based upon their assigned UIC/org code, employee type, or location.

*Today's muster*

*Future Muster*

SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)

SELECT YOUR GROUPING [Muster]

SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO FUTURE MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)

SELECT YOUR GROUPING [View Listing]

*Here we will muster by UIC/org code instead of by employee type or location.*

2. Select the UIC/org code you want to muster.

3. Click the **Muster** button.

SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)

SELECT YOUR GROUPING [Muster]

SELECT YOUR GROUPING

DEMO1-N12

DEMO1-N13

DEMO1-N131

DEMO1-N142

DEMO1-N15

DEMO1-N16

DEMO1-N6

DEMO1-N61

DEMO1-N62

DEMO1-N62A

DEMO1-N63

DEMO1-N63C

DEMO1-N64

---- Employees Grouped by Employee Type----

DEMO1-CVULT

# Mustering Others - Daily

*All personnel belonging to that org code will appear. Edgar Cayce's muster status has already been completed through self-mustering.*

- Personnel who have not self-mustered will not display a muster status. Click the drop down arrow next to a name to select a muster status.

- Select the appropriate muster status.

- Repeat steps 4-5 for each person in the org code.

Provide the appropriate Muster status			
Employee Name	Employee Type	Muster Status	Comments
EDGAR CAYCE	CIV-APF	On-Board	
HARRY CLIFTON	CONTR	SELECT THE MUSTER STATUS	
JAMES CONOLLY	CIV-NAF	SELECT THE MUSTER STATUS	
TENZIN GYATSO	CONTR	SELECT THE MUSTER STATUS	
JULIA MARTIN	CONTR	SELECT THE MUSTER STATUS	
TONY RYAN	CONTR	SELECT THE MUSTER STATUS	
ROB SWIFT	CIV-APF	SELECT THE MUSTER STATUS	
SHIRLEY TEMPLE	CIV-NAF	SELECT THE MUSTER STATUS	
Save Changes for this Listing Only			

Provide the appropriate Muster status			
Employee Name	Employee Type	Muster Status	Comments
EDGAR CAYCE	CIV-APF	On-Board	
HARRY CLIFTON	CONTR	SELECT THE MUSTER STATUS	
JAMES CONOLLY	CIV-NAF	SELECT THE MUSTER STATUS Alternate Work Location Arriving Late	
TENZIN GYATSO	CONTR	Emergency Leave Jury Duty Leave	
JULIA MARTIN	CONTR	Off Duty/Liberty/RDO/CWS/AWS On Deploy On-Board	
TONY RYAN	CONTR	On-Board - Leaving Early Separated From Command SIQ (Military Only)	
ROB SWIFT	CIV-APF	TAD/TDY Teleworking Training/Conference	
SHIRLEY TEMPLE	CIV-NAF	UA SELECT THE MUSTER STATUS	
Save Changes for this Listing Only			

# Mustering Others - Daily

7. When any changes have been made to a list, click the **Save Changes for this Listing Only** button. This will also return you to the Employee Mustering screen. You can return to this Org Code at a later time to muster any remaining personnel.

Provide the appropriate Muster status			
Employee Name	Employee Type	Muster Status	Comments
EDGAR CAYCE	CIV-APF	On-Board	
HARRY CLIFTON	CONTR	Arriving Late	
JAMES CONOLLY	CIV-NAF	On-Board	
TENZIN GYATSO	CONTR	On-Board	
JULIA MARTIN	CONTR	On-Board	
TONY RYAN	CONTR	On-Board	
ROB SWIFT	CIV-APF	SELECT THE MUSTER STATUS	
SHIRLEY TEMPLE	CIV-NAF	On-Board	
			Save Changes for this Listing Only

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Mustering Others - Future

To muster a future occurrence for others:

*Here we will muster by org code instead of by employee type or location.*

1. from the dropdown arrow select the UIC/org code of the person you want to future muster.

The screenshot displays two identical web forms. The top form is titled 'SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)' and features a 'Muster' button. The bottom form is titled 'SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO FUTURE MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)' and features a 'View Listing' button. In the bottom form, the 'SELECT YOUR GROUPING' dropdown menu is open, showing a list of codes including DEMO1-N12 through DEMO1-N64. The code 'DEMO1-N6' is highlighted with a red box. An arrow points from the text 'select the UIC/org code of the person you want to future muster.' to this highlighted code. Another arrow points from the 'View Listing' button to the text 'Click the View Listing button.'

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

2. Click the **View Listing** button.

# Mustering Others - Future

3. Click the **Add/Modify...** button for the person you wish to future muster.

4. Select the appropriate muster status.

5. Click the **Add A Future Muster Occurrence** button.

*Note: The following four future mustering statuses may require the completion of an Individual Anti-Terrorism Plan (IATP) form:*

- \*Emergency Leave*
- \*Leave*
- \*TAD/TDY*
- \*Training/Conference*

*Contact your local TWMS administrator if an IATP is required.*

Employee Listing for Future Mustering			
Employee Name		Employee Type	
EDGAR CAYCE		CIV-APF	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
12/13/2010	12/15/2010	Alternate Work Location	DOWNTOWN BUILDING 1, 4TH FLOOR
Add/Modify A Future Muster Occurrence for EDGAR CAYCE			
HARRY CLIFTON		CONTRACTOR	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
No future muster occurrences found on file.			
Add/Modify A Future Muster Occurrence for HARRY CLIFTON			
JAMES CONOLLY		CIV-NAF	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
No future muster occurrences found on file.			
Add/Modify A Future Muster Occurrence for JAMES CONOLLY			

NAME	OFFICIAL/ASSIGNED UIC	OFFICIAL/ASSIGNED ORG	EMPLOYEE TYPE
CAYCE, EDGAR JR	DEMO1 / DEMO1	N02 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET	STEP
MANAGEMENT ANALYST	GS	0343	10	10	07

To enter a future muster click on the Add button below, TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any future muster occurrence by clicking on the modify or delete link located next to the muster occurrence you wish to take action on.

** PENDING FUTURE MUSTERS **			
BEGINNING DATE	ENDING DATE	MUSTER STATUS	ACTIONS
12/13/2010	12/15/2010	Alternate Work Location	Modify Delete
MUSTER STATUS:*		<div> Add A Future Muster Occurrence <ul style="list-style-type: none"> <li>Alternate Work Location</li> <li>Arriving Late</li> <li>Emergency Leave</li> <li>Jury Duty</li> <li>Leave</li> <li>Liberty/Off-Duty/RDO /AWS</li> <li>On Deployment/IA</li> <li>On-Board - Leaving Early</li> <li>SIQ (Military Only)</li> <li>TAD/TDY</li> <li>Teleworking</li> <li>Training/Conference</li> </ul> </div>	

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Mustering Others - Future

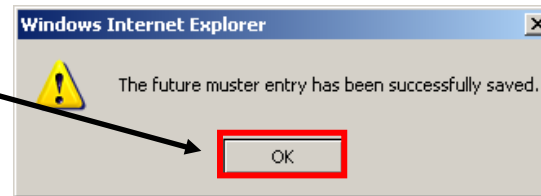
6. Enter the beginning date and end date.

ADD/UPDATE FUTURE MUSTER OCCURRENCE	
BEGINNING DATE:*	12/08/2010
ENDING DATE:*	12/08/2010
COMMENTS:	

Fields marked with a red asterisk are mandatory

Back Save Future Muster

7. Click the **Save Future Muster** button.



8. Click **OK**. The new future muster now appears.

Employee Listing for Future Mustering			
Employee Name		Employee Type	
EDGAR CAYCE		CIV-APF	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
12/8/2010	12/8/2010	Arriving Late	
12/13/2010	12/15/2010	Alternate Work Location	DOWNTOWN BUILDING 1, 4TH FLOOR
Add/Modify A Future Muster Occurrence for EDGAR CAYCE			
HARRY CLIFTON		CONTRACTOR	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
No future muster occurrences found on file.			
Add/Modify A Future Muster Occurrence for HARRY CLIFTON			

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act

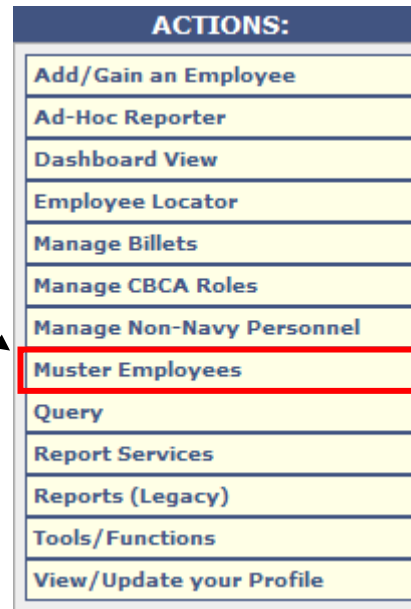
# Certifying the Muster

The role of the Muster Certifier is to certify the muster for one or more UICs. You must have the appropriate permissions to be able to certify a muster. Access for mustering is granted to the Muster Certifier based upon UICs.

To certify the muster for

a UIC\*:

1. Click the **Muster Employees** button on the Actions Menu.



*\*You must have the appropriate permissions to certify a muster.*



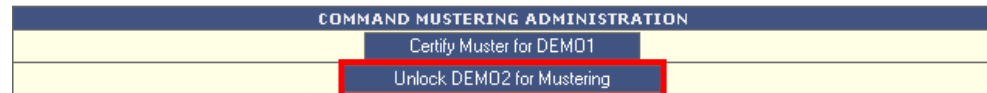
# Certifying the Muster

The Employee Mustering screen now appears. Like the Muster Coordinator, here you can muster others for today or in the future. Additionally, you will be able to certify the muster for all approved UIC's.

2. Ensure that the muster is as complete as possible before certifying muster for the UIC. Follow steps 2-7 from the procedure "To Muster Others for Today" shown previously if you need to muster any personnel.

3. Once all personnel and/or org codes have been validated click the **Certify Muster for (UIC #)** button to certify the entire UIC. Mustering is now locked for the selected UIC.

4. If needed, you can unlock the UIC in order for you, a Muster Coordinator, or an individual to muster for the day. Click the **Unlock (UIC#)** for



# Certifying the Muster

Once a UIC has been locked for certification then further mustering cannot occur.

**To verify the muster has been locked, go to the group listing of the locked UIC.**

SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)

DEMO2.ALL Muster

SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO FUTURE MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)

SELECT YOUR GROUPING View Listing

**Any changes to a muster status cannot be saved.**

Provide the appropriate Muster status			
Employee Name	Employee Type	Muster Status	Comments
MARINA CARR	CONTR	Jury Duty	
DAVID HUME	MILPERS	On-Board	
DAVID JONES	MILPERS	Leave	

UIC HAS BEEN CERTIFIED

# Muster Totals - Dashboard View

The Dashboard in TWMS will display the live total counts of the available muster statuses.

To see the live muster counts within the Dashboard View:

1. Click the **Dashboard View** button on the Actions Menu.



# Muster Totals - Dashboard View

All UICs you have access to will be displayed along with the total counts for each of the different muster statuses.

2. Click the Muster tab.

Current On Board	IA Deployed	Demographics	DON IA Workforce	Muster				
Real Time Muster Report as of: 11/4/2009-14:34 PST								
Breakdown By: <input checked="" type="radio"/> UIC <input type="radio"/> Organization								
<< First < Back    Page 1 of 1    Next > Last >>								
UIC	NAME	On Board	Leave/ Lib/RDO	TAD/ Training	UA/ UNK	IA	Alt Wrk	TOT
DEMO1	COMMANDER, NAVY APPLICATION DEMO COMMAND	1	0	0	51	1	0	53
TOTAL		1	0	0	51	1	0	53

3. Click a number corresponding to a Muster Status to see a list of employees associated with that status.

A new window will open displaying the name(s).

4. When finished click the **Close Window** button.



<< Prev 1 of 1 Next >>	
Name	OrgCode
1. Newman, Alfred	N64

As muster statuses change then the Dashboard view can be refreshed to see the latest counts.

# Individual Anti-terrorism Plan (IATP)

There are two purposes of the Individual Anti-terrorism Plan (IATP):

- to notify you of any threat conditions before your departure to another country
- to keep you aware of threats to your safety through all phases of your travel in the case of a natural or man-made disaster

You may be required to complete the IATP process when you self-muster or muster another individual in the future. Only the following future mustering statuses will flag this process:

- Emergency Leave
- Leave
- TAD/TDY
- Training/Conference

There are three forms that are used to complete the IATP process; an abbreviated short form, a short form, and a long form.

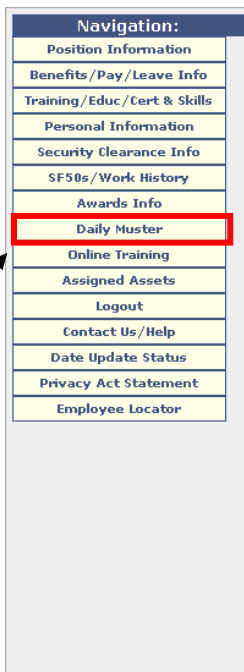
These forms contain additional information regarding your leave

# Creating an IATP - Abbreviated Short Form

If your future muster involves no travel but requires the completion of an IATP form you will need to complete the abbreviated short form.

To self-muster a future muster occurrence when an IATP is required - abbreviated Short Form (no travel):

1. Access your Self-Service record.
2. Click the **Daily Muster** button on the Navigation Menu.



Navigation:

- Position Information
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Personal Information
- Security Clearance Info
- SF50s/Work History
- Awards Info
- Daily Muster**
- Online Training
- Assigned Assets
- Logout
- Contact Us/Help
- Date Update Status
- Privacy Act Statement
- Employee Locator

NAME	OFFICIAL/ASSIGNED UIC	OFFICIAL/ASSIGNED ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / DEMO1	N02 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG	STEP	SALARY
MANAGEMENT ANALYST	GS	0343	10	10	07	\$51,305.00

EMPLOYEE STATUS:	WORK SCHEDULE:	Full Time	WEEKLY HOURS:	40	
Active - On Board	Competitive - Career-Conditional	TENURE GROUP:	2 - Conditional		
DOB:	1/21/1954	ANNUITANT STATUS:	Not Applicable		
VETERANS PREF:	None	SCD LEAVE:	9/12/1997	BARG UNIT:	0010
VETERANS PREF RIF:	None	SCD RIF:	9/12/1997	DT LAST PROM:	12/14/2003
VETERAN STATUS:	Not A Veteran	SCD CIV:	9/12/1997	LAST EQUIVALENT DATE:	12/14/2003
SPECIAL PROGRAM ID:	Not Applicable	PAYROLL ORG CODE:	714	DT WGI DUE:	6/12/2005
TRAINING PROGRAM ID:	Not Applicable	PAY RATE DETERMINANT:	(0) Regular Rate	DT EOD CURRENT AGENCY:	7/6/1998
DT EOD CURRENT AGENCY:	7/6/1998	DT START PRESENT POSITION:	10/3/2004	DT EOD CURRENT COMMAND	
BASE LOCATION:	New Orleans, LA, United States	Select			
BUILDING:	791	ROOM/CUBICAL NUMBER:			
SUPERVISOR'S NAME:	ADAM, ROBERT	Select	Clear	SUPERVISOR'S ORG CODE:	N111

Suspense / Tickler Dates			
DATE PROB\TRIAL PERIOD ENDS:	N/A	DATE TEMP PROMOTION EXPIRES:	N/A
DATE LWOP NTE:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A
DATE VRA CONVERSION DUE:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE SUPV/MGR PROBATION EXPIRES:	N/A	DATE CAREER PROMOTION DUE:	N/A
DATE LIM APPOINT EXPIRES:	N/A		

Update Reset

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Abbreviated Short Form

## 3. Select a future muster status.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

** TODAY'S MUSTER **	
CURRENT EMPLOYEE TWMS STATUS:	Active - On Board

By clicking the SUBMIT MUSTER button below, I certify that I have reported for duty at my official authorized duty station on 7/9/2008.

If your status is other than On-Board at your official duty site, please select an alternate muster status from the choices in the drop down below.

MUSTER STATUS: On-Board

SUBMIT TODAY'S MUSTER

To enter a future muster select the 'Muster Status' from the dropdown list below and then click the 'Add a Future Muster Occurrence' button. TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any occurrence by clicking on the modify or delete link located next to the muster occurrence.

** FUTURE MUSTER **		and 30 DAY HISTORY **		
BEGINNING DATE		R STATUS	MUSTER COMMENTS	ACTIONS
No future muster occurrences found on file				
FUTURE MUSTER STATUS:*				
Add A Future Muster Occurrence				

Alternate Work Location  
Arriving Late  
Emergency Leave  
Leave  
Liberty/Off-Duty/RDO /AWS  
On Deployment/IA  
TAD/TDY  
Training/Conference

*Note: Recall that if the IATP process is 'turned on' for your UIC then the muster status "Leave" will require an IATP form.*

## 4. Click the Add A Future Muster Occurrence button.

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Abbreviated Short Form

The future muster status “Leave” requires you to complete some basic information related to the leave.

5. Enter the begin date and end date. Use the calendar as needed.

6. Make sure you select the checkbox for this future muster since you will not be traveling.

*Note: If the checkbox is not selected then the Country, State, and City fields will be required.*

7. Click the **Save Travel Destination** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

\*\*\*If future muster is for Leave, Out of the Area or TAD/TDY, the following information will be required to save future muster (IATP package):

- Supervisor's Information
- Lodging Information
- Level I ATFP Training Completion Date\*\*\*

\*\*\*Each destination within your travel itinerary must be saved. If no other destinations, then click 'Save Changes & Build IATP form' button below. If any mistakes have been made, you must cancel the request.\*\*\*

ADD TRAVEL DESTINATION INFORMATION				
BEGIN DATE:	07/27/2009	END DATE:	07/31/2009	Check to indicate NO Travel Plans <input checked="" type="checkbox"/>
Country:	Within Locale	State:(US only)	Select a State	City: Within Locale
			Save Travel Destination	

Cancel Request



# Creating an IATP - Abbreviated Short Form

Because no travel is involved for this leave an abbreviated version of the IATP “short form” will now appear. Two tabs are shown below which contain different information for you to complete and/or view.

The “Traveler’s Information” tab displays information about the employee and how they can be contacted in the event of an emergency.

8. Complete as much information in this form as possible. The yellow fields are required.
9. After entering the required information click the **Save Changes** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

**Traveler's Information** IATP Tracker Confirmation

**Employee Information**

Work Telephone Number

(619) 555-1212

Cell Phone

(619)225-2718 \*\*\* Enter Digits Only \*\*\*

Cell Phone Service Provider: ALLTEL

Work E-Mail Address

EDGAR.CAYCE@NAVY.MIL

Personal E-Mail Address

**Immediate Supervisor Information**

Supervisor Name

ADAM, ROBERT LT

Select

Clear

Work Telephone Number

(619)478-2563

List a good, working phone number for your Supervisor.

Work E-Mail Address

ROBERT.ADAM@NAVY.MIL

List a good, working e-mail address for the person who will be taking your place. E-mail address must end in .mil or .gov

**Alternate Duty Personnel**

Alternate Duty Name

Select

Clear

Work Telephone Number

List a good, working phone number for your alternate.

Work E-Mail Address

List a good, working e-mail address for the person who will be taking your place. E-mail address must end in .mil or .gov

**Save Changes**

# Creating an IATP - Abbreviated Short Form

Viewing the “IATP Tracker Confirmation” tab shows that all required information has been completed. You can now submit your package.

*All information for this future leave is now complete.*

10. Click the **Submit Package** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information IATP Tracker Confirmation

IATP Tracker Form Validation

You must complete the following required fields:

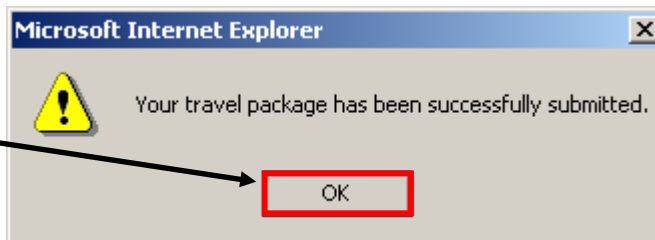
Employee Information - Complete

Submit Package

Notification of your package submission will now be emailed to your supervisor.

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

11. Click **OK**.



# Creating an IATP - Short Form

If your future muster involves travel, it will require the completion of an IATP form. Your travel destination will determine if a short form or a long form is required to complete.

To self-muster a future muster occurrence when an IATP is required - Short Form (with travel):

1. Access your Self-Service record.
2. Click the **Daily Muster** button on the Navigation Menu.



Navigation:

- Position Information
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Personal Information
- Security Clearance Info
- SF50s/Work History
- Awards Info
- Daily Muster**
- Online Training
- Assigned Assets
- Logout
- Contact Us/Help
- Date Update Status
- Privacy Act Statement
- Employee Locator

NAME	OFFICIAL/ASSIGNED UIC	OFFICIAL/ASSIGNED ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / DEMO1	N02 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG	STEP	SALARY
MANAGEMENT ANALYST	GS	0343	10	10	07	\$51,305.00

EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:	Full Time	WEEKLY HOURS:	40
APPOINTMENT TYPE:	Competitive - Career-Conditional	TENURE GROUP:	2 - Conditional		
DOB:	1/21/1954	ANNUITANT STATUS:	Not Applicable		
VETERANS PREF:	None	SCD LEAVE:	9/12/1997	BARG UNIT:	0010
VETERANS PREF RIF:	None	SCD RIF:	9/12/1997	DT LAST PROM:	12/14/2003
VETERAN STATUS:	Not A Veteran	SCD CIV:	9/12/1997	LAST EQUIVALENT DATE:	12/14/2003
SPECIAL PROGRAM ID:	Not Applicable	PAYROLL ORG CODE:	714	DT WGI DUE:	6/12/2005
TRAINING PROGRAM ID:	Not Applicable	PAY RATE DETERMINANT:	(0) Regular Rate		
DT EOD CURRENT AGENCY:	7/6/1998	DT START PRESENT POSITION:	10/3/2004	DT EOD CURRENT COMMAND	
BASE LOCATION:	New Orleans, LA, United States		Select		
BUILDING:	791	ROOM/CUBICAL NUMBER:			
SUPERVISOR'S NAME:	ADAM, ROBERT	Select	Clear	SUPERVISOR'S ORG CODE:	N111

Suspense / Tickler Dates			
DATE PROB\TRIAL PERIOD ENDS:	N/A	DATE TEMP PROMOTION EXPIRES:	N/A
DATE LWOP NTE:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A
DATE VRA CONVERSION DUE:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE SUPV/MGR PROBATION EXPIRES:	N/A	DATE CAREER PROMOTION DUE:	N/A
DATE LIM APPOINT EXPIRES:	N/A		

Update Reset

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Short Form

3. Select a future muster status.

*Note: Recall that if the IATP process is 'turned on' for your UIC then the muster status "Leave" will require an IATP form.*

4. Click the **Add A Future Muster Occurrence** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

**\*\* TODAY'S MUSTER \*\***

<b>CURRENT EMPLOYEE TWMS STATUS:</b>	Active - On Board
--------------------------------------	-------------------

By clicking the SUBMIT MUSTER button below, I certify that I have reported for duty at my official authorized duty station on 7/9/2008.

If your status is other than On-Board at your official duty site, please select an alternate muster status from the choices in the drop down below.

**MUSTER STATUS:** On-Board

SUBMIT TODAY'S MUSTER

To enter a future muster select the 'Muster Status' from the dropdown list below and then click the 'Add a Future Muster Occurrence' button. TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any occurrence by clicking on the modify or delete link located next to the muster occurrence.

** FUTURE MUSTER **	
BEGINNING DATE	FUTURE MUSTER STATUS:*
No future muster occurrences found on file	
	<div style="border: 1px solid black; padding: 2px;">                     Alternate Work Location                      Arriving Late                      Emergency Leave                      Leave                      Liberty/Off-Duty/RDO /AWS                      On Deployment/IA                      TAD/TDY                      Training/Conference                 </div>

Add A Future Muster Occurrence

**and 30 DAY HISTORY \*\***

MUSTER STATUS	MUSTER COMMENTS	ACTIONS

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Short Form

The future muster status “Leave” requires you to complete some basic information related to the leave.

5. Enter the begin date, end date, country, state (US only), and city for each separate destination of your travel. Use the calendar as needed.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

\*\*\*Each destination within your travel itinerary must be saved.\*\*\*

ADD TRAVEL DESTINATION INFORMATION					
BEGIN DATE:	08/11/2008	END DATE:	08/15/2008	Check to indicate NO Travel Plans <input type="checkbox"/>	
Country:	UNITED STATES	State:(US only)	Montana	City:	Kalispell
Save Travel Destination					

6. Click the **Save Travel Destination** button.

Cancel Request

# Creating an IATP - Short Form

*Information for the first travel destination now appears here.*

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

RECORDED TRAVEL DESTINATION INFORMATION					
Begin Date	End Date	City	State	Country	IATP Required
8/11/2008	8/15/2008	KALISPELL	MT	UNITED STATES	Short Form Required

\*\*\*Each destination within your travel itinerary must be saved.\*\*\*

ADD TRAVEL DESTINATION INFORMATION					
BEGIN DATE:	<input type="text"/>		END DATE:	<input type="text"/>	
Country:	<input type="text" value="UNITED STATES"/>		State:(US only)	<input type="text" value="Select a State"/>	City: <input type="text"/>
<input type="button" value="Save Travel Destination"/>					

<input type="button" value="Cancel Request"/>	<input type="button" value="Save Changes &amp; Build IATP Form"/>
---	---

7. Repeat steps 5 & 6 for each separate destination of this travel.

8. After saving all travel destinations, click the **Save Changes & Build IATP Form** button.

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

*Note: If any destination within your travel itinerary requires a long form then your entire travel will require a long form.*

# Creating an IATP - Short Form

The IATP “short” form will now appear. The form is separated into five tabs each displaying different information. Clicking on any of the tabs will allow you to view and/or change this information.

The tabs can be completed in any order.

The five tabs are located here. The “Traveler’s Information” tab displays information about the employee and how they can be contacted in the event of an emergency.

9. Complete as much information in this form as possible. The yellow fields are required.

10. After entering or updating the required information click the **Save Changes** button before viewing another tab.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	IATP Tracker Confirmation
<b>Employee Information</b>				
Work Telephone Number <input type="text" value="(619) 555-1212"/>				
Cell Phone <input type="text" value="(619)225-2718"/> *** Enter Digits Only ***		Cell Phone Service Provider: <input type="text" value="ALLTEL"/>		
Work E-Mail Address <input type="text" value="EDGAR.CAYCE@NAVY.MIL"/>				
Personal E-Mail Address <input type="text"/>				
<b>Immediate Supervisor Information</b>				
Supervisor Name <input type="text" value="ADAM, ROBERT LT"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>				
Work Telephone Number <input type="text" value="(619)478-2563"/>		List a good, working phone number for your Supervisor.		
Work E-Mail Address <input type="text" value="ROBERT.ADAM@NAVY.MIL"/>		List a good, working e-mail address for the person who will be taking your place. E-mail address must end in .mil or .gov		
<b>Alternate Duty Personnel</b>				
Alternate Duty Name <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>				
Work Telephone Number <input type="text"/>		List a good, working phone number for your alternate.		
Work E-Mail Address <input type="text"/>		List a good, working e-mail address for the person who will be taking your place. E-mail address must end in .mil or .gov		
<input type="button" value="Save Changes"/>				

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Short Form

All required information for each of the five tabs must be completed in order to submit the form to your IATP Administrator for approval.

The "IATP Tracker Confirmation" tab displays information about what is still required to submit your IATP. Notice the Traveler's Information is now complete from steps 9-10.

Click any of the links to go to that tab of the IATP form. For example, click the **Level 1 AT/FP Awareness Training Data** link to display the Preparation tab.

*Note: The required information for other tabs have not been completed as indicated by the remaining links. As information in each tab is completed these links will disappear. When all required information is completed then the **Submit Package** button will be enabled*

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	IATP Tracker Confirmation
IATP Tracker Form Validation				
You must complete the following required fields:				
Employee Information - Complete				
Preparation <ul style="list-style-type: none"><li>Level 1 AT/FP Awareness Training Date</li></ul>				
Travel Destinations <ul style="list-style-type: none"><li>Lodging information for KALISPELL, UNITED STATES is Incomplete</li></ul>				
<a href="#">Submit Package</a>				

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

**Change form to show Traveler's Information not Employee Information**



# Creating an IATP - Short Form

The "Preparation" tab displays information about the completion of any required IATP training. It also enables you to retrieve current threat information about the areas you are visiting.

13. Complete as much information in this form as possible. The yellow field is required.

14. After entering the required information click the **Save Changes** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Employee Information	Preparation	Travel Destinations	Additional Information	IATP Tracker Confirmation								
<div>Travel Preparation</div> <table border="1"> <tr> <td> Theater / Country Clearance Message DTG  <input type="text"/> </td> <td> <b>Note:</b> This default statement may not be acceptable to your command. Check the policy of your IATP approval authority.   You can type over the default statement if your command requires additional detailed information. Enter the message Date-Time-Group (DTG) if available. Format: DDHHMMZ MON YY. </td> </tr> <tr> <td> Level 1 AT/FP Awareness Training  <b>Date:</b>  <input type="text" value="5/5/2008"/>   <b>Certificate Number (if applicable):</b>  <input type="text"/> </td> <td> This training must be received within 12 months of travel. From the calendar icon, enter the date of your Level 1 AT/FP Awareness Training.   If you have completed the training on-line, you can enter the 16-character Certificate Number here. You can also enter other methods of the training, i.e., video, brief, classroom, etc., etc. --&gt; </td> </tr> <tr> <td> Date of Location / Area Specific Training  <input type="text" value="1/1/1900"/> </td> <td> For countries in the PACOM AOR, this brief must be obtained within 3 months of travel. Select the date from the calendar icon.   If you haven't already done so, after completing this document, go to STEP 1 on the home page to read and print out the SecState Consular Information Sheet. </td> </tr> <tr> <td> Consular Information Sheet  <a href="http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html">http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html</a> </td> <td> If you haven't already done so, recommend you click on the link and print out the SecState Consular Information Sheet for your intended destination(s), as well as any Travel Warnings or Public Announcements listed. This is the primary source for your unclassified AOR Location Specific Brief. It contains American Embassy (as available) phone numbers and good, relevant safety and security information to keep with you. </td> </tr> </table>					Theater / Country Clearance Message DTG <input type="text"/>	<b>Note:</b> This default statement may not be acceptable to your command. Check the policy of your IATP approval authority.  You can type over the default statement if your command requires additional detailed information. Enter the message Date-Time-Group (DTG) if available. Format: DDHHMMZ MON YY.	Level 1 AT/FP Awareness Training <b>Date:</b> <input type="text" value="5/5/2008"/> <b>Certificate Number (if applicable):</b> <input type="text"/>	This training must be received within 12 months of travel. From the calendar icon, enter the date of your Level 1 AT/FP Awareness Training.  If you have completed the training on-line, you can enter the 16-character Certificate Number here. You can also enter other methods of the training, i.e., video, brief, classroom, etc., etc. -->	Date of Location / Area Specific Training <input type="text" value="1/1/1900"/>	For countries in the PACOM AOR, this brief must be obtained within 3 months of travel. Select the date from the calendar icon.  If you haven't already done so, after completing this document, go to STEP 1 on the home page to read and print out the SecState Consular Information Sheet.	Consular Information Sheet <a href="http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html">http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html</a>	If you haven't already done so, recommend you click on the link and print out the SecState Consular Information Sheet for your intended destination(s), as well as any Travel Warnings or Public Announcements listed. This is the primary source for your unclassified AOR Location Specific Brief. It contains American Embassy (as available) phone numbers and good, relevant safety and security information to keep with you.
Theater / Country Clearance Message DTG <input type="text"/>	<b>Note:</b> This default statement may not be acceptable to your command. Check the policy of your IATP approval authority.  You can type over the default statement if your command requires additional detailed information. Enter the message Date-Time-Group (DTG) if available. Format: DDHHMMZ MON YY.											
Level 1 AT/FP Awareness Training <b>Date:</b> <input type="text" value="5/5/2008"/> <b>Certificate Number (if applicable):</b> <input type="text"/>	This training must be received within 12 months of travel. From the calendar icon, enter the date of your Level 1 AT/FP Awareness Training.  If you have completed the training on-line, you can enter the 16-character Certificate Number here. You can also enter other methods of the training, i.e., video, brief, classroom, etc., etc. -->											
Date of Location / Area Specific Training <input type="text" value="1/1/1900"/>	For countries in the PACOM AOR, this brief must be obtained within 3 months of travel. Select the date from the calendar icon.  If you haven't already done so, after completing this document, go to STEP 1 on the home page to read and print out the SecState Consular Information Sheet.											
Consular Information Sheet <a href="http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html">http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html</a>	If you haven't already done so, recommend you click on the link and print out the SecState Consular Information Sheet for your intended destination(s), as well as any Travel Warnings or Public Announcements listed. This is the primary source for your unclassified AOR Location Specific Brief. It contains American Embassy (as available) phone numbers and good, relevant safety and security information to keep with you.											
<div>Save Changes</div>												

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Short Form

The “Travel Destinations” tab displays information about where you will be staying at each destination.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	IATP Tracker Confirmation																														
<table border="1"> <thead> <tr> <th colspan="7">Travel Destinations</th> </tr> <tr> <th colspan="7">Destination Information</th> </tr> <tr> <th>Begin Date</th> <th>End Date</th> <th>City</th> <th>Country</th> <th>Lodging Name/Type</th> <th>Lodging Address</th> <th>Lodging Phone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>8/11/2008</td> <td>8/15/2008</td> <td>KALISPELL</td> <td>UNITED STATES</td> <td></td> <td></td> <td></td> <td>View/Modify</td> </tr> </tbody> </table>					Travel Destinations							Destination Information							Begin Date	End Date	City	Country	Lodging Name/Type	Lodging Address	Lodging Phone	Action	8/11/2008	8/15/2008	KALISPELL	UNITED STATES				View/Modify
Travel Destinations																																		
Destination Information																																		
Begin Date	End Date	City	Country	Lodging Name/Type	Lodging Address	Lodging Phone	Action																											
8/11/2008	8/15/2008	KALISPELL	UNITED STATES				View/Modify																											

15. Click the **Travel Destinations** tab.

16. Click the **View/Modify** button.

17. Complete, at minimum, all the yellow fields in this new window.

Destination Information	
Begin Date	08/11/2008
End Date	08/15/2008
City	KALISPELL
Country	UNITED STATES
Lodging name	MOOSE LODGE
Lodging Address	1234 Rock River Rd.
Lodging Phone	406-555-1212
On-Installation Police Telephone Number (if Applicable)	
Off-Installation Police Telephone Number (if Applicable)	
<div>Save Changes</div> <div>Cancel</div>	

18. After entering the required information click the **Save Changes** button.

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Short Form

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	IATP Tracker Confirmation
------------------------	-------------	---------------------	------------------------	---------------------------

Travel Destinations								
Destination Information								
Begin Date	End Date	City	State	Country	Lodging Name/Type	Lodging Address	Lodging Phone	Action
8/11/2008	8/15/2008	KALISPELL	MT	UNITED STATES	MOOSE LODGE	1234 ROCK RIVER RD.	406-555-1212	<a href="#">View/Modify</a>

*All lodging information is now displayed for this tab.* →

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Short Form

The “Additional Information” tab allows you to enter other useful information regarding your travel.

19. Enter any additional information.

20. Click the **Save Changes** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information   Preparation   Travel Destinations   **Additional Information**   IATP Tracker Confirmation

Additional Information & Comments

**Additional Information: List any additional information you feel may assist us in notifying you in the event of Threat Level / FPCON increases.**

**Save Changes**

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Short Form

Viewing the “IATP Tracker Confirmation” tab again now shows that all required information has been completed. You can now submit your package.

*Note: All required information is now complete.*

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

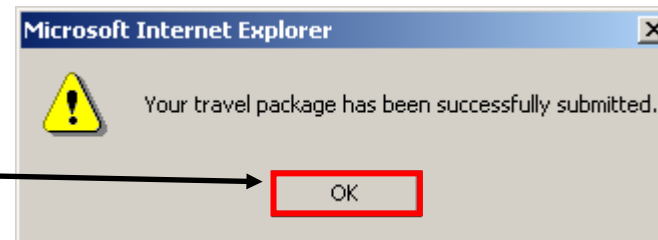
Traveler's Information	Preparation	Travel Destinations	Additional Information	IATP Tracker Confirmation
IATP Tracker Form Validation				
You must complete the following required fields:				
Employee Information - Complete				
Preparation - Complete				
Travel Destinations				
• Lodging information for KALISPELL, UNITED STATES is Complete				

**Submit Package**

21. Click the **Submit Package** button.

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

*Notification of your IATP submission will now be emailed to your supervisor.*



22. Click **OK**.

# Creating an IATP - Long Form

The steps to complete an IATP long form is similar to completing a short form. The only difference is that there are four additional tabs which must be completed before submitting your package.

To self-muster a future muster occurrence when an IATP is required - Long Form:

1. Perform steps 1-20 shown previously within this guide, "To Self-muster a future muster when an IATP is required - Short Form (with travel)".
2. Click the **Awareness** tab.
3. Enter any relevant information regarding your safe havens.

4. Click the **Save Changes** button.

The "Awareness" tab displays information about the safe havens you will go to in the event of an emergency.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	00246 / N62400C	00246 / N62	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	Awareness
	Threat Matrix	Medical Resources	Acknowledgement	IATP Tracker Confirmation

Situation Awareness / Safe Havens	
Primary Safe Haven:	<input type="text"/>
Alternate Safe Haven:	<input type="text"/>
<input type="button" value="Save Changes"/>	

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Long Form

The “Threat Matrix” tab displays information about how you will fulfill the Buddy-Rule, if required.

5. Click the **Threat Matrix** tab.
6. Follow the instructions to enter the appropriate narrative in the provided field.
7. Click the **Save Changes** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	00246 / N62400C	00246 / N62	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	Awareness
	<b>Threat Matrix</b>	Medical Resources	Acknowledgement	IATP Tracker Confirmation

Country Threat Matrix

Buddy Rule Narrative:

The Buddy-Rule is strongly recommended at all times as an anti-crime FP measure. Click on the country link(s) below (**Travel Destinations**) to view the threat matrix and to see if the Buddy-Rule is required for your destination. If it states unknown (UNK), you will need to look in the DOD Foreign Clearance Guide (STEP 4 on the home page) to see if the buddy-rule is required.

If required, describe in the block above how you will meet the Buddy-Rule requirement (Maximum: 100 characters). You can also use the samples below (cut and paste into the block above).

Samples:

Not required. Will implement whenever possible.

Will utilize adult family members or friends traveling with me.

Will utilize adult family members, relatives, or friends I will meet upon arrival.

Will utilize the listed additional travelers.

Will utilize personnel/forces already in-country

Save Changes

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP - Long Form

The “Medical Resources” tab displays when you were briefed about the medical services and concerns related to your travel destinations.

8. Click the **Medical Resources** tab.

9. Enter the appropriate dates as necessary in the provided fields.

10. Click the **Save Changes** button.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	00246 / N62400C	00246 / N62	CIVILIAN-APF



  

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	Awareness
	Threat Matrix	<b>Medical Resources</b>	Acknowledgement	IATP Tracker Confirmation

Medical Resources		
Medical Services Availability Briefing Date	<input type="text"/> 	<b>Note:</b> This date defaults to today's date,... the date of your IATP,... under the assumption that this is date when you read the Department of State Consular Information Sheet (CIS) as part of your overall AOR Location Specific Brief.
Medical Services Concerns Briefing Date	<input type="text"/> 	<b>Note:</b> This date defaults to today's date,... the date of your IATP,... under the assumption that this is date when you read the Department of State Consular Information Sheet (CIS) as part of your overall AOR Location Specific Brief.
Additional Links	<a href="#">Centers for Disease Control &amp; Prevention</a>	
<b>Save Changes</b>		

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*



# Creating an IATP - Long Form

The "Acknowledgment" tab allows you to enter other means in which you could be notified during your travel. You will also acknowledge that you understand your responsibilities.

11. Click the Acknowledgement tab.

12. Enter other relevant information as necessary in the field provided.

13. Read the statements here and select that you have acknowledged and agree with them.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	00246 / N62400C	00246 / N62	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	Awareness
	Threat Matrix	Medical Resources	<b>Acknowledgement</b>	IATP Tracker Confirmation

**Acknowledgement of Responsibility / Conditions of Approval**

**Additional Information:**

List any additional information you feel may assist us in notifying you in the event of Threat Level / FPCON increases.

**In submitting this IATP, the traveler acknowledges the following responsibilities as resources permit:**

- I will monitor the IATP Pre-Travel website Page for terrorist, criminal, and FPCON threat level increases.
- I will monitor the Department of State website for Travel Warnings, Public Announcements, cautions, and advisories.
- I will monitor local and international news sources.
- Upon arrival, I will confirm good contact numbers with my chain of command.
- I will comply with Attachments 1 & 2 of this IATP.
- I will comply with any required travelers FPCON measures.

**Approval of this Travel / IATP is canceled if:**

- The terrorist, criminal, and/or FPCON Threat Levels increase for my destination(s) or the Buddy Rule becomes a requirement (if it isn't already).
- The Department of State issues sudden Travel Warnings, Public Announcements, Cautions, and/or Advisories for my destination(s).
- USPACOM imposes a Travel Restriction for my destination(s).

**Acknowledgement:**

☐ I have not read / do not agree with the Acknowledgement of Responsibility / Conditions of Approval above.

☒ I have read / agree with the Acknowledgement of Responsibility / Conditions of Approval above.

**Save Changes**

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

14. Click the **Save Changes** button.

# Creating an IATP - Long Form

The “IATP Tracker Confirmation” tab now shows that all required information has been completed. You can now submit your package.

15. Click the **IATP Tracker Confirmation** tab.

16. Click the **Submit Package** button.

*Notification of your package submission will now be emailed to your supervisor for approval.*

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	00246 / N62400C	00246 / N62	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

Traveler's Information	Preparation	Travel Destinations	Additional Information	Awareness
	Threat Matrix	Medical Resources	Acknowledgement	<b>IATP Tracker Confirmation</b>

IATP Tracker Form Validation

You must complete the following required fields:

Employee Information

Immediate Supervisor Information

Preparation

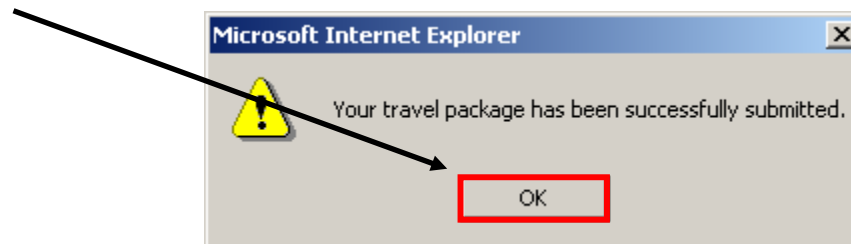
Travel Destination Information

- Lodging information for TOKYO, Japan is Complete

**Submit Package**

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

17. Click **OK**.



# Modifying/Deleting an IATP Package

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10

** TODAY'S MUSTER **	
CURRENT EMPLOYEE TWMS STATUS:	Active - On Board

By clicking the SUBMIT MUSTER button below, I certify that I have reported for duty at my official authorized duty station on 7/21/2008.

If your status is other than On-Board at your official duty site, please select an alternate muster status from the choices in the drop down below.

MUSTER STATUS:

SUBMIT TODAY'S MUSTER

To enter a future muster select the 'Muster Status' from the dropdown list below and then click the 'Add a Future Muster Occurrence' button. TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any future muster occurrence by clicking on the modify or delete link located next to the muster occurrence you wish to take action on.

** FUTURE MUSTERS - PENDING and 30 DAY HISTORY **					
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS	ACTIONS	
6/30/2008	7/4/2008	Leave		Modify	Delete
7/28/2008	8/1/2008	Leave		Modify	Delete
8/11/2008	8/15/2008	Leave		Modify	Delete
9/1/2008	9/5/2008	Alternate Work Location	DOWNTOWN BUILDING 1, 4TH FLOOR	Modify	Delete
FUTURE MUSTER STATUS:*	<div><div></div></div>				
Add A Future Muster Occurrence					

As before, if you need to modify or delete any of your future musters you can do so by clicking the appropriate link.

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP Package For Others

A Muster Coordinator and Muster Certifier may also initiate an IATP travel package.

To muster a future occurrence for others\*:

1. Select a future muster status from the dropdown arrow.

SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)

SELECT YOUR ORG CODE Muster

SELECT FROM THE DROPDOWN LIST OF HOW YOU WISH TO FUTURE MUSTER (GROUPED BY ASSIGNED ORG CODE, UIC, OR EMPLOYEE TYPE)

SELECT YOUR ORG CODE View Listing

SELECT YOUR ORG CODE

- DEMO1-N12
- DEMO1-N13
- DEMO1-N15
- DEMO1-N16
- DEMO1-N6
- DEMO1-N61
- DEMO1-N62
- DEMO1-N63
- DEMO1-N64

*\*You must have the appropriate access level to muster others.*

2. Click the **View Listing** button.

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP Package For Others

- Click the **Add/Modify...** button for the person you wish to future muster.

Employee Listing for Future Mustering			
Employee Name		Employee Type	
EDGAR CAYCE		CIV-APF	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
6/30/2008	7/4/2008	Leave	
7/28/2008	8/1/2008	Leave	
8/25/2008	8/29/2008	Leave	
9/1/2008	9/5/2008	Alternate Work Location	DOWNTOWN BUILDING 1, 4TH FLOOR
Add/Modify A Future Muster Occurrence for EDGAR CAYCE			
Keyser Soze		MILPERS	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
No future muster occurrences found on file.			
Add/Modify A Future Muster Occurrence for Keyser Soze			
Rob Swift		MILPERS	
BEGINNING DATE	ENDING DATE	MUSTER STATUS	MUSTER COMMENTS
No future muster occurrences found on file.			
Add/Modify A Future Muster Occurrence for Rob Swift			

NAME	OFFICIAL/ASSIGNED UIC	OFFICIAL/ASSIGNED ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / DEMO1	N02 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET	STEP
MANAGEMENT ANALYST	GS	0343	10	10	07

- Select the appropriate muster status.

To enter a future muster click on the Add button below, TWMS will automatically muster you on those dates with the status you select. Only out of office muster options are available. You may modify or delete any future muster occurrence by clicking on the modify or delete link located next to the muster occurrence you wish to take action on.

- Click the **Add A Future Muster Occurrence** button.

** PENDING FUTURE MUSTERS **			
BEGINNING DATE	ENDING DATE	MUSTER STATUS	ACTIONS
6/30/2008		Leave	Delete
7/28/2008	Emergency Leave	Leave	Delete
8/25/2008	Leave	Leave	Delete
9/1/2008	TAD/TDY	Leave	Delete
	Training/Conference	Alternate Work Location	Delete
MUSTER STATUS:*			
Add A Future Muster Occurrence			

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Creating an IATP Package For Others

The future muster status “Leave” requires you to complete some basic information about this future leave.

6. Enter the begin date, end date, country, state (US only), and city for each separate destination of this travel. Use the calendar as needed.

NAME	OFFICIAL/ASSIGNED UIC	OFFICIAL/ASSIGNED ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / DEMO1	N02 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET	STEP
MANAGEMENT ANALYST	GS	0343	10	10	07

\*\*\*Each destination within your travel itinerary must be saved.\*\*\*

ADD TRAVEL DESTINATION INFORMATION					
BEGIN DATE:	08/11/2008	END DATE:	08/15/2008	Check to indicate NO Travel Plans <input type="checkbox"/>	
Country:	UNITED STATES	State:(US only)	Montana	City:	Kalispell
<input type="button" value="Save Travel Destination"/>					

*Note: If the checkbox is selected indicating no travel plans then the Country, State, and City fields are not required.*

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

7. Click the **Save Travel Destination** button.

# Creating an IATP Package For Others

*Information for the first travel destination now appears here.*

NAME	OFFICIAL/ASSIGNED UIC	OFFICIAL/ASSIGNED ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / DEMO1	N02 / N12	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET	STEP
MANAGEMENT ANALYST	GS	0343	10	10	07

RECORDED TRAVEL DESTINATION INFORMATION					
Begin Date	End Date	City	State	Country	IATP Required
8/11/2008	8/15/2008	KALISPELL	MT	UNITED STATES	Short Form Required

\*\*\*Each destination within your travel itinerary must be saved.\*\*\*

ADD TRAVEL DESTINATION INFORMATION				
BEGIN DATE:	<input type="text"/>	END DATE:	<input type="text"/>	
Country:	<input type="text" value="Select a Country"/>	State:(US only)	<input type="text" value="Select a State"/>	City: <input type="text"/>
Save Travel Destination				

\*\*\*Once you have completed entering your travel destination(s), click on 'Save and Finalize Travel Plan' button.\*\*\*

Back	Cancel Request	Save and Finalize Travel Plan
------	----------------	-------------------------------

\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*

10. Click **OK**,  
*Note: If any destination within this travel itinerary requires a long form then this entire travel will require a long form.*



# Creating an IATP Package For Others

Shown below is the IATP Travel Tracker. Adding new IATP packages are initiated here. IATP packages that have already been initiated, submitted, or approved will also be displayed here. Only the packages matching the UIC(s) you have access to will be listed.

**To view or change an IATP package, click on a name corresponding to the dates of travel that you are interested in.**

11. Contact the employee to let them know an IATP travel package has been initiated for them. They can access this package within the mustering area of their self-service record. Refer them to this guide for additional information.

IATP Travel Tracker							
Add An IATP Tracker							
<<PREVIOUS PAGE   NEXT PAGE>>							
SEND A MESSAGE	EMPLOYEE NAME	ASSIGNED UIC	Travel Start Date	Travel End Date	Muster Status	IATP Form Type	EMPLOYEE TYPE
<input type="checkbox"/>	<a href="#">ADAM, ROBERT</a>	DEMO1	8/4/2008	8/8/2008	Leave	Short	MILITARY
<input type="checkbox"/>	<a href="#">BANVILLE, JOHN</a>	DEMO1	7/7/2008	7/11/2008	Leave	Short	CONTRACTOR
<input type="checkbox"/>	<a href="#">BOYLE, ROBERT</a>	DEMO1	7/14/2008	7/18/2008	Leave	Long	CIVILIAN-NAFI
<input type="checkbox"/>	<a href="#">CARR, MARINA</a>	DEMO1	7/21/2008	7/28/2008	Leave	Short	CONTRACTOR
<input type="checkbox"/>	<a href="#">CARR, MARINA</a>	DEMO1	8/4/2008	8/18/2008	Leave	Long	CONTRACTOR
<input type="checkbox"/>	<a href="#">CARR, MARINA</a>	DEMO1	8/25/2008	8/29/2008	Leave	Short	CONTRACTOR
<input type="checkbox"/>	<a href="#">CAYCE, EDGAR</a>	DEMO1	3/3/2008	3/14/2008	Leave	Short	CIVILIAN-APF
<input type="checkbox"/>	<a href="#">CAYCE, EDGAR</a>	DEMO1	3/17/2008	3/21/2008	Leave	Short	CIVILIAN-APF
<input type="checkbox"/>	<a href="#">CAYCE, EDGAR</a>	DEMO1	7/28/2008	8/1/2008	Leave	Short	CIVILIAN-APF
<input type="checkbox"/>	<a href="#">CAYCE, EDGAR</a>	DEMO1	8/11/2008	8/15/2008	Leave	Short	CIVILIAN-APF
<input type="checkbox"/>	<a href="#">CAYCE, EDGAR</a>	DEMO1	8/25/2008	8/29/2008	Leave	Long	CIVILIAN-APF
Send A Message							
TOTALS: Civilian: 0 · Military: 0 ·							
Page: 1							

\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*